

## HOW TO APPLY FOR A JOB

The Civilian Personnel Advisory Center informs you that the LN APPLICATION FORM can be located on the following website: <https://wu.acpol.army.mil/eur/>

APPLICATIONS NOT IN ACCORDANCE WITH BELOW INSTRUCTIONS WILL NOT BE TAKEN INTO CONSIDERATION:

1. SPECIFY THE VACANCY ANNOUNCEMENT NUMBER, BOTH ON THE FORM AND ON THE SUBJECT LINE OF THE EMAIL MESSAGE;
2. PROVIDE A CLEAR AND DETAILED DESCRIPTION OF YOUR EDUCATION AND **PROVIDE A COPY OF ALL YOUR SCHOOL DIPLOMAS AND/OR DEGREES:**
3. LIST ALL PREVIOUS WORK EXPERIENCES AND PROVIDE A DETAILED DESCRIPTION OF DUTIES ASSIGNED;
4. COPY OF YOUR DRIVER'S LICENSE, ID CARD, AND FISCAL CODE MUST BE ENCLOSED. DOCUMENTS MUST BE SENT IN AN ATTACHMENT SEPARATE FROM THE APPLICATION FORM;
5. DOMICILE ADDRESS MUST BE INDICATED IF DIFFERENT FROM RESIDENCY ADDRESS;
6. FOR WHITE-COLLAR POSITIONS, APPLICATION MUST BE COMPLETED IN ENGLISH;
7. APPLICATIONS MUST BE SENT TO THE FOLLOWING EMAIL ADDRESS NOT LATER THAN THE ANNOUNCEMENT CLOSING DATA, IN A WORD OR A PDF FORMAT (and not as single pages):

[usarmy.vicenza.hqda-cpac.mbx.LN-applicants@mail.mil](mailto:usarmy.vicenza.hqda-cpac.mbx.LN-applicants@mail.mil)

For further information please call 0444-717476 before the closing date of the announcement.